

PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES
WEDNESDAY, APRIL 8, 2015
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD

The April 8, 2015 meeting of the Parks, Properties and Streets Committee was called to order by Committee Chair Dave Lienau at 2:16 P.M.

Present: Committee Chair Dave Lienau and members John Clove and Scott Baker.

Excused: Sharon Doersching

Staff Members: Village Administrator Zeke Jackson, Village Marketing Director Jason Polecheck, Facilities Manager Steve Mann, Ice Rink Manager Joe Baldarotta and Assistant Administrator Janal Suppanz.

Others: Ron Kane, Deputy Bob Sitte of the Door County Sheriff's Department, Mike Kahr, and Paige Funkhouser.

Comments, correspondence and concerns from the public:

Lienau noted that no new correspondence had been received.

Approval of minutes as published:

A motion was made by Baker, seconded by Clove that the minutes for the March 4, 2015 meeting of the Parks, Properties & Street Committee be approved as presented. Motion carried – All ayes.

Approval of Agenda:

A motion was made by Clove, seconded by Baker that the Agenda for the April 8, 2015 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.

Business Items:

Item No. 4. Discussion regarding placement of a silent sports launch and berm in Waterfront Park; and consider a motion for action if necessary:

Mike Kahr presented the plans for the Beach Expansion Project and suggested that the rain garden be moved over 6' to 8'. If that were to occur there would be room to create a boardwalk at some point in the future. He also suggested that the silent sports launch area be created on the west side of the breakwater berm, and noted that it has been his experience that removable cattle matting works quite well for such projects. It was the consensus that Jackson shall contact Bill Brose of JJR and Chris Halbur and Carrie Webb of the DNR to see if it would be possible to amend the Beach Expansion Project plans in accord with Kahr's suggestions.

Lienau noted that the suggestion has been made that a noise barrier berm be created with dimension stone near the Yacht Club at Sister Bay, but that does not seem to be a workable solution to the issues which have been identified. It was the consensus that instead a Cedar hedge shall be planted in that area.

1 A motion was made by Clove, seconded by Baker that if DNR approval is received to
2 amend the Beach Expansion Project plans, Mike Kahr of Death's Door Marine is authorized
3 to submit a change order which states that a silent sports launch area shall be created on
4 the west side of the breakwater berm. That change order shall also state that Kahr will
5 coordinate the moving of some Cedar trees with Mann and create a 12' wide path between
6 the dimension stone and the rain garden. Motion carried – All ayes.

7
8 Two different types of dimension stone are being used on the beach project. Kahr is
9 suggesting that the thicker stone be buried and that the lighter colored stone be utilized
10 above ground. It was the consensus that this will be an acceptable course of action.

11
12 **Item No. 1. Discussion with personnel from the Door County Sheriff's Department**
13 **regarding the patrol schedule for 2015; and consider a motion for action if necessary:**

14 Deputy Bob Sitte of the Door County Sheriff's Department, who is the head of the Reserve
15 Unit, noted that he will do his best to fill the patrol schedule which is established by Village
16 officials in 2015, but asked that they grant him some leniency with respect to scheduling of
17 Reserve Deputies as most of them work other jobs. It was the consensus that this won't be
18 a problem. Sitte also asked if the Committee members would be opposed to having some
19 non-sworn Reserve Officers do patrols in the Village at times when it is not expected to be
20 terribly busy, and the Committee members indicated that they were not. Baker volunteered
21 to create a patrol schedule for 2015, and indicated that he will provide that document to
22 Suppanz ASAP.

23
24 **Item No. 2. Discussion regarding TKH Ice Rink operations for the 2015 season; and**
25 **consider a motion for action if necessary:**

26 Financial reports for the TKH Ice Rink were included in the meeting packets and the
27 Committee members jointly reviewed that documentation. Jackson pointed out that only
28 \$234.14 was collected in admission fees at the rink, and a number of complaints were
29 received about those charges being made. Joe Baldarotta, the Ice Rink Manager, indicated
30 that he did some research and discovered that no other outdoor ice rinks which have
31 natural ice charge admission fees. They do charge higher fees for skate rentals. A fence
32 would prevent people from entering the rink without paying fees, but Baldarotta does not
33 believe installation of such an appurtenance would be a cost effective measure. Baldarotta
34 believes ice rink revenues can be increased considerably if more board ads are sold.

35
36 It was the consensus that next year admission fees shall not be charged at the ice rink but
37 the skate and equipment rental fees shall be increased. Further, Baldarotta and the Village's
38 Marketing Director shall attempt to sell as many board ads as possible.

39
40 Baldarotta pointed out that there are some maintenance issues which must be addressed at
41 the ice rink soon as the slab is not holding water. (It is cracked and has a severe pitch.) It
42 would also be helpful if there were a roof over the rink to prevent the sun from beating
43 down on the ice. He will call the managers of other outdoor rinks to see what they do to
44 prevent their ice from melting.

45
46 The Committee members indicated that they have heard nothing but positive comments
47 about Baldarotta and his work at the ice rink and thanked him for all his assistance.

Item No. 3. Discussion regarding Lloyd Michalsen's request to use the gazebo in Waterfront Park for an acoustic song circle:

Lloyd Michalsen and some of his friends would again like to conduct "Acoustic Song Circles" in the Village. If at all possible they would like to utilize the gazebo on Tuesday evenings from 6:00 P.M. to 9:00 P.M. The Committee members indicated that they would love to have as many song circles as possible conducted in the Village throughout the upcoming season.

It was the consensus that Lloyd Michalsen shall be encouraged to utilize Village facilities and parklands for "Song Circles" throughout the upcoming season. Since road construction will be going on and some scheduling issues may arise, Michalsen will not be charged any use fees but a security deposit will still be required.

Item No. 5. Discussion regarding creation of a "Special Event" area at Waterfront Park; and consider a motion for action if necessary:

Diagrams depicting the location for and creation of a proposed "Special Event Area" in Waterfront Park were included in the meeting packets and the Committee members jointly reviewed those documents. Such an area could be utilized for weddings, birthday parties, family reunions and other large events.

A motion was made by Baker, seconded by Clove that the "Special Event Area" delineated on the diagram which was included in the meeting packets shall be created. Motion carried – All ayes.

Item No. 6. Review of marketing materials which were recommended by the Marketing Committee; and consider a motion for action, if necessary:

The Marketing Committee has recommended that the Annual Village Event Sponsorship schedule which was included in the meeting packets be approved. The Committee members jointly reviewed the schedule, and during the review process Lienau stated that he believes the proposed fees are simply too high and may prohibit local business owners from participating. Lengthy discussion took place regarding this issue, and it was eventually the consensus that since it is still possible to sponsor single events the fee structure shall not be changed. Several of the Committee members did note that they believe names such as "Gold", "Silver" and "Platinum" should be chosen for the sponsorship levels rather than "Best", "Better" and "Good".

A motion was made by Clove, seconded by Baker that the Annual Village Event Sponsorship Plan which was reviewed at this meeting is approved as amended. Motion carried – All ayes.

Item No. 7. Report from Steve Mann on activities:

Mann gave an oral report regarding the following issues:

- Bids were accepted for the Chevy S-10 and it sold for \$800.
- Work is ongoing on preparing the Sports Complex for the upcoming season.
- The bubblers have now been removed from the Marina.
- Last summer there was a problem with Japanese Beetles at several Village owned properties. Representatives of True Green Chemlawn informed Mann that they have a product, which, if applied in early Spring, eliminates Japanese Beetle larvae, and they will be asked to apply that product ASAP.

- 1 • Lisa MacDonald has requested that "Slow" signs be installed on Bluffside Drive. It
- 2 was the consensus that MacDonald's request shall not be granted.
- 3 • One of the old-fashioned culverts by the Bluffside Motel has caved in and the Parks
- 4 Department employees are working on the necessary repairs.
- 5 • Some of the Village's signage was taken down and it will be repainted.
- 6 • Six people submitted applications for two part-time positions at the Parks
- 7 Department. Cody Garris and Bill Curran were hired.
- 8 • Unfortunately Robbie LeClair has been offered a better paying job elsewhere and
- 9 gave Mann his two week notice this morning. Robbie informed Mann that he loves
- 10 his job and loves working for the Village, but simply cannot afford to stay here.

11
12 **Item No. 8. Discussion regarding other parks and streets activities:**

13 *Because work will be done on the Bay Shore Drive Reconstruction Project the SBAA will*
14 *not be able to utilize the little log schoolhouse as the Village's Information Booth this year.*
15 *Arrangements have been made for the SBAA to rent the office area of Voight's Automotive*
16 *and it will be used as a temporary Visitor Center, but some cleaning, minor renovations and*
17 *painting will be required. It could cost \$2,500 to accomplish those tasks. Help may also be*
18 *needed with moving furniture. It was the consensus that the Village shall provide funding*
19 *for the costs of cleaning, painting and doing the minor renovations at the Voight's*
20 *Automotive building, and, if scheduling issues don't arise, Maintenance Department*
21 *employees may help move Visitor Center furniture.*

22
23 *A motion was made by Clove, seconded by Baker that \$2,500 shall be withdrawn from the*
24 *Miscellaneous Parks Projects Account to cover the costs of cleaning, painting and doing*
25 *minor renovations to the office area at Voight's Automotive so that it can be utilized as a*
26 *temporary Visitor Center. Motion carried – All ayes.*

27
28 **Item No. 9. Discussion regarding matters to be placed on a future agenda or referred to a**
29 **committee, official or employee:**

30 There were no matters to be placed on a future agenda or referred to committee, official or
31 employee.

32
33 **Adjournment:**

34 *A motion was made by Clove, seconded by Baker to adjourn the meeting of the Parks*
35 *Committee at 4:24 P.M. Motion carried – All ayes.*

36
37 Respectfully submitted,

38 

39 Janal Suppanz,
40 Assistant Administrator